

BTEC Level 3 Award in Management



An 8-day programme in four 2-day modules

Who for:

Individuals recently promoted to their first management role, those managers currently in development or anticipating their promotion to management in the next 12 months.

In this programme, you will learn and practise:

- Leadership and Motivation: an overview of the most influential models and theories, applying leadership in practice, motivational drivers – the common factors, individual variants; Personality Profiles: how different preferences and 'default positions' affect behaviour at work; Delegation: tips for delegating confidently and successfully
- Communication, Assertiveness and Influence: defining the difference between approaches, and analysing when to use which! Conflict and Consensus: assessing when to pre-empt, avoid, manage or confront a challenging situation; techniques and recipes for negotiating a consensus agreement
- Managing Performance: the stages of Managing Performance, clarifying roles, tasks and standards, assessing performance objectively, giving feedback on performance, setting goals and targets. Managing Development: the Learning and Development Cycle, analysing the skills gap and agreeing development objectives, planning and implementing development; Coaching using directive and non-directive techniques
- Effective Meetings and Quality Systems: the five elements of effective meetings – Purpose, Outcomes, Process, Participation, Actions - and how to achieve them; Quality – defining Quality in your organisation, building and nurturing a Quality Culture. Practical Assessment Day to test application and support transfer of new skills to the workplace

